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ABSTRACT

Many librarians view procurement, with its myriad forms, procedures, and other organizational requirements, as a tedious or daunting challenge. This book simplifies the process, showing librarians how to successfully prepare a Request for Proposal (RFP) and make informed decisions when determining which vendors to use for purchasing library materials. The authors contend that the straight bid process (considering only costs and discount rates) does not offer the best option for libraries. Using the RFP process can help any library make the best use of staff time while taking advantage of vendor discounts and reduced service charges. Encouraging libraries of any size and focus to use and adapt their examples, the authors detail every facet of the RFP process--philosophical and pragmatic reasons for writing and RFP, evaluation of responses and awarding of contracts, transferring titles, and evaluation of vendor services and products. "Part 1: Preliminary Considerations" contains an overview and planning the RFP; "Part 2: Writing the RFP" covers domestic approval plans and standing orders, domestic and foreign serials, and library system interfaces and electronic services from book and serials vendors; "Part 3: Writing the Subject-Specific RFP" covers Latin American approval plans, fine arts approval plans, and science, technology, and engineering approval plans; "Part 4: Evaluation, Implementation, and Follow-up" covers evaluating vendor proposals, the vendor transfer process, and the vendor evaluation process; and "Part 5: The Vendor Perspective" covers vendor interviews. Appendixes contain a sample timeline and materials, questions for various sections and types of RFPs, evaluation criteria, a glossary and an index. (AEF)

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